

**HAZARDOUS MATERIALS QUESTIONNAIRE
FREQUENTLY ASKED QUESTIONS**

Q. My label is wrong or I have affixed my label; do I still need to fill out all the boxes in Section A?

A. Please apply the label in the indicated space on the Questionnaire. Strike out the incorrect information on the label and make your corrections in Section A, lines A1 through A5. Even if your label is correct, please fill in the information requested in lines A2, A3, A6 and A7, as well as the date, phone, fax and emergency numbers. If your facility has a different address for the person responsible for filling out the form, property manager, or environmental manager, please add that information in lines A8 to A10.

Q. My business or facility received several Questionnaires; do I have to fill them all out?

A. You should have received a Questionnaire for each physical address where you have a facility or operation. You are required to fill out a Questionnaire for each facility or building, as each facility will have a different proximity to our well system and will likely have different types and amounts of hazardous materials. If you receive more than one Questionnaire for the same facility, please complete one and return all duplicate copies so that we can eliminate incorrect or duplicate entries from our database.

Q. What if my business or facility doesn't use any hazardous materials or deleterious substances at all?

A. Read the list of materials in Section B to make sure none of these types of materials are present at your facility. If you do not store, handle, treat, use, produce, recycle, or dispose of hazardous materials or deleterious substances, simply fill in the appropriate boxes in Section A, Section C1 and Section D, sign the Questionnaire, and mail it to the Wellhead Protection Program within 30 days.

Q. I've already filled out a Hazardous Materials Inventory Statement (HMIS) for the Fire Department; do I still have to fill out the Questionnaire?

A. Yes, the Questionnaire does ask for some similar types of information, however, the information requested is specific to the Wellhead Protection Program. Future information requests and updates will be coordinated with the Fire Department to minimize any duplication of effort.

Q. Are any of my business or facility activities exempt from reporting?

A. There are 5 exemptions listed in Section C3-C7. Certain activities are exempt; however, even if one activity is exempt, an entire facility may not be exempt due to other activities or materials. If your facility is exempt, you must still complete and sign the questionnaire and return it in order for the City to complete its database and remove your facility from future mailings.

Q. I received the Questionnaire at my residence; do I need to complete it?

A. If you are a residential customer operating a business out of your residence, you must complete the applicable sections, sign and return the Questionnaire. We are not requiring that non-business related residential customers complete this Questionnaire at this time. However, residential customers must still comply with the Ordinance and ensure safe storage, handling, use, and recycling or disposal of hazardous materials or other deleterious substances in order to protect the groundwater resource within the City of Redmond.

Q. What happens if I don't complete the Questionnaire?

A. The Questionnaire must be completed for every facility within the critical recharge areas. Any person failing to comply with the requirements of the Wellhead Protection Ordinance may be subject to civil and/or criminal penalties (RMC 1.14). Additionally, the HMQ is part of the business license renewal process. If the Questionnaire is not submitted or is not completed properly, your business license will not be issued or renewed. Operating a business in the City of Redmond without a valid business license is a crime subject to civil penalties.

Q. What if I need help in completing the Questionnaire?

A. You can call the Natural Resources Division, Wellhead Protection Program staff at (425)-556-2756 or send an email to groundwater@redmond.gov.

Q. How can I find out more about the requirements of the Wellhead Protection Ordinance?

A. You can check the City's web page at <http://www.redmond.gov> Select **Wellhead Protection** from the menu on the right.